

CITY TREASURER

MISSION STATEMENT

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investing of idle funds.

DESCRIPTION

The City Treasurer's Office is responsible for receiving, disbursing, depositing and investing all public funds for the City, the Redevelopment Agency, the Youth Endowment Services (YES) Fund, the Parking Authority and the Housing Authority.

The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity and yield are always considered (in that order) when investing idle funds.

Monthly reports including cash balances by fund and reconciled bank balances are provided to the City Manager, the City Clerk and the Financial Services Director.

The City Treasurer's Office also provides semi-annual reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Redevelopment Agency, the Youth Endowment Services (YES) Fund Board, the Parking Authority and the Housing Authority. Monthly reports are provided to the Mayor or his/her designee, City Manager, Financial Services Director, Community Development Director, Burbank Water and Power (BWP) General Manager, Assistant General Manager Finance and Administration-BWP, and members of the Treasurer's Oversight Review Committee.

CHANGES FROM PRIOR YEAR

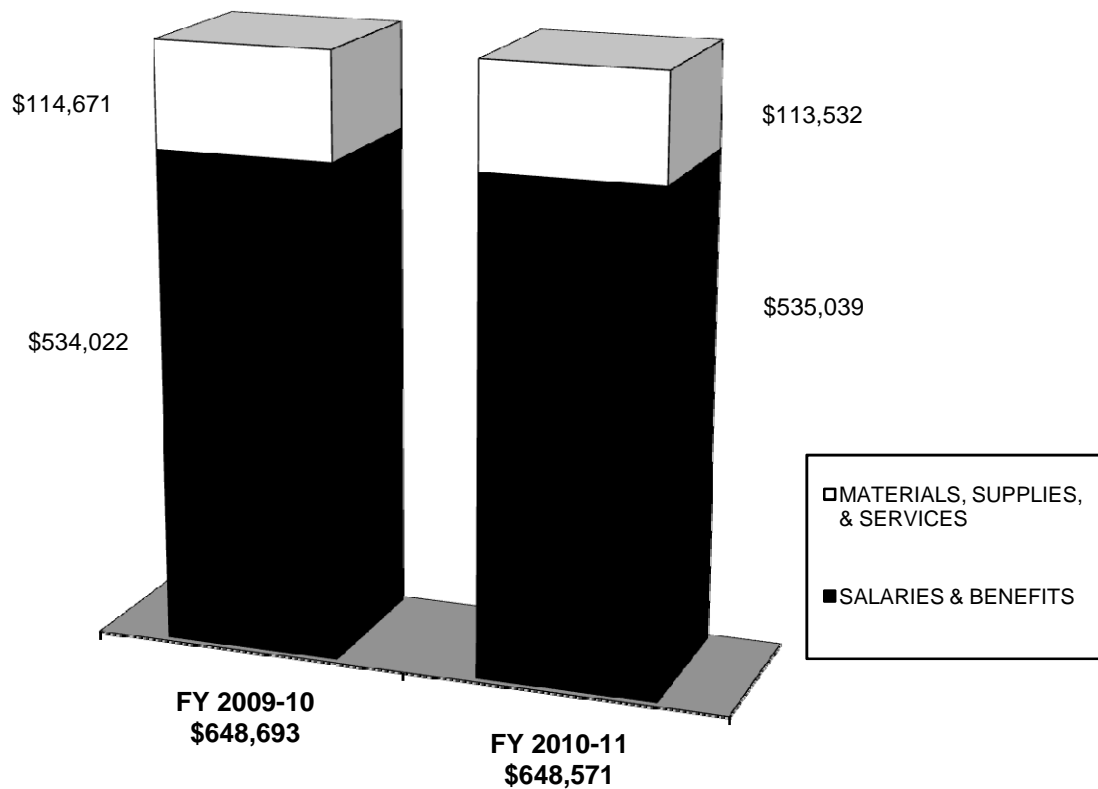
There are no discretionary budget changes for this year.

DEPARTMENT SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 522,168	\$ 534,022	\$ 535,039	\$ 1,017
Materials, Supplies, Services	114,915	114,671	113,532	(1,139)
TOTAL	<u>\$ 637,083</u>	<u>\$ 648,693</u>	<u>\$ 648,571</u>	<u>\$ (122)</u>

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Department Summary



2009-10 WORK PROGRAM HIGHLIGHTS

- Average monthly investment portfolio yield for FY 2009-10 projected to be 2.75% was approximately 2.0% due to the worldwide economic crisis.
- This past year the Treasurer's Office assisted many departments in implementing new business software products.

2010-11 WORK PROGRAM GOALS

- The goal for fiscal year end (6/30/11) is to average a monthly investment portfolio yield of 2.00% with continued emphasis on safety and liquidity.
- During this fiscal year, additional implementation of business software products and electronic payments in various departments will occur and the City Treasurer's office will help with this implementation.

CITY TREASURER

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		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 365,788	\$ 374,279	\$ 377,687	\$ 3,408
60012	Fringe Benefits	150,780	158,243	155,852	(2,391)
60015	Wellness Reimbursement	137			
60022	Car Allowance	1,506	1,500	1,500	
60031	Payroll Adjustment	3,957			
		522,168	534,022	535,039	1,017
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 18,113	\$ 13,500	\$ 13,500	
62300	Special Departmental Supplies	1,580	3,750	3,750	
62310	Office Supplies	1,630	1,665	1,665	
62420	Books & Periodicals		325	325	
62440	Office Equip Maint Repair	312	1,500	1,500	
62455	Equipment Rental	290	900	900	
62700	Memberships & Dues	415	440	440	
62710	Travel	2,184	2,500	2,500	
62755	Training	58	725	725	
62895	Miscellaneous	1,486	1,175	1,175	
NON-DISCRETIONARY					
62220	Insurance	6,418	6,999	7,531	532
62241	Other Direct Charges	8			
62485	F535 Comm Equip Rental	2,698	2,585	2,585	
62496	F537 Computer Equip Rental	8,813	7,607	5,936	(1,671)
62830	Bank Service Charges	70,910	71,000	71,000	
		114,915	114,671	113,532	(1,139)
PROGRAM TOTAL		\$ 637,083	\$ 648,693	\$ 648,571	\$ (122)

CITY TREASURER
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2008-09	STAFF YEARS 2009-10	STAFF YEARS 2010-11	CHANGE FROM PRIOR YEAR
CITY TREASURER	1.000	1.000	1.000	
ASST CITY TREASURER	1.000	1.000	1.000	
TREASURER TECHNICIAN	1.000	1.000	1.000	
ACCOUNT CLERK	1.000	1.000	1.000	
INTERMEDIATE CLERK	1.000	1.000	1.000	
 TOTAL FULL TIME	 5.000	 5.000	 5.000	
 TOTAL STAFF YEARS	 5.000 (5)	 5.000 (5)	 5.000 (5)	